

STATE PROCUREMENT OFFICE

SPO Price List No. 00-19 (All Islands)

LETTERHEAD, ENVELOPES, AND BUSINESS CARDS

January 1, 2000 to December 31, 2000

PURCHASE ORDER (PO) for Imprinted Letterhead, Envelopes, and Business Cards shall be sent to:

Department of Public Safety
Hawaii Correctional Industries (CI)
Customer Service
99-902 Moanalua Road
Aiea, Hawaii 96701

Telephone No. 486-4883, ext. 573 or 581
Fax No.: 486-6171

Agencies are instructed to obtain the appropriate vendor code for remittance purposes from the "Alphabetical Vendor Code Edit Tables" and annotate the vendor code on their PO.

PO shall include the following information. Incomplete PO's may be returned to sender. Agencies are advised that the attached CI order form designed to expedite an order may be submitted with the PO.

1. SPO Price List No. 00-19.
2. Name, telephone number, and fax number of requisitioner.
3. Delivery or mailing address.
4. Item no. description, quantity, unit price, total price.
5. Printing information or an actual sample of item(s) ordered. Orders including actual sample(s) will be processed faster.

UNIT PRICES include delivery to destinations and all other costs. Note: Neighbor island pricing includes postage or shipping charges. Due to the unstable paper market, unit prices are subject to change. Note: Do not include the Hawaii State General Excise Tax in your PO; CI does not pay this tax.

MINIMUM ORDER:

1. Letterhead & Envelopes: 5 reams of Letterhead **OR** 5 boxes of Envelopes **OR** a combination of reams and boxes totaling 5.
2. Business Cards: 500 cards.
3. A handling fee of \$10.00 will be assessed for orders less than the minimum.

PROOFS of new and repeat orders with changes for customer approval will be faxed. Proof OK/approval is the customer's responsibility (**NO EXCEPTIONS**). If an error is found after the proof is approved by the customer and the job is completed, the customer will be charged for the redo.

DELIVERY: Approximately 15 working days.

STATE'S COMMITMENT. Pursuant to §3-121-6, Hawaii Administrative Rules, it is mandatory that all agencies of the Executive Branch purchase from price lists issued by the State Procurement Office (SPO). Additionally, the Department of Education, the University of Hawaii, and the Judiciary have agreed and committed to the terms of this price list.

EXCEPTION TO THE PRICE LIST. If Correctional Industries is unable to fill an order or when quality level or product design is not suited to an agency's purpose, the purchasing jurisdiction may grant an exception from this price list. Executive Branch agencies shall request approval and justify the exception on *SPO Form 5, "Request for Authorization to Purchase Outside of the Price List"*, dated 9/18/98 or later.

QUESTIONS relating to this price list may be directed as follows:

For ordering, pricing, and status: Correctional Industries Staff 486-4883, ext. 573
or 581

For other questions: Marc Yamamoto @ telephone (808) 586-0569 or
facsimile (808) 586-0570.

ROBERT J. GOVERNS, CPPB
Procurement Officer

GROUP I: LETTERHEAD, white, 20 lb. Sub.

Composition of letterhead may include any of the following:

1. Standard lettering in black ink. Add \$25.00 for each additional color other than black, and wash-up \$25.00 for each color.
2. State seal.
3. Governor's name.
4. Name(s) of Director and/or Deputy. In lieu of the foregoing, name(s) of other officials. *State of Hawaii* followed by name of department, division, address and/or P.O. Box number, zip code, telephone number and fax number.
5. Cable address.
6. Line(s) for file and/or reference numbers.
7. List of divisions or commission members, not to exceed 10 lines. Add \$2.50 for each additional line.
8. Line for *Affirmative Action and Equal Opportunity Employer*, centered at page bottom.

<u>Item No.</u>	<u>Description</u>	<u>Unit Price</u> <u>Per Ream</u> (500 shts./ream)
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ISLAND OF OAHU

- | | | |
|----|--|---------|
| 1. | 8-1/2 x 11, 25% rag content | \$19.00 |
| 2. | 8-1/2 x 11, 100% rag content | \$26.00 |
| 3. | 8-1/2 x 5-1/2, 25% rag content | \$14.00 |
| 4. | 8-1/2 x 11, with "MEMORANDUM", 25% rag content | \$19.00 |

Second Sheet – No Printing

- | | | |
|----|------------------------------|---------|
| 5. | 8-1/2 x 11, 100% rag content | \$21.00 |
| 6. | 8-1/2 x 11, 25% rag content | \$13.00 |

ISLANDS OF HAWAII, MAUI, KAUAI, LANAI AND MOLOKAI: (Includes Shipping)

- | | | |
|-----|--|---------|
| 7. | 8-1/2 x 11, 25% rag content | \$26.00 |
| 8. | 8-1/2 x 11, 100% rag content | \$34.00 |
| 9. | 8-1/2 x 5-1/2, 25% rag content | \$21.00 |
| 10. | 8-1/2 x 11, with "MEMORANDUM", 25% rag content | \$26.00 |

Second Sheet – No Printing

- | | | |
|-----|------------------------------|---------|
| 11. | 8-1/2 x 11, 100% rag content | \$29.00 |
|-----|------------------------------|---------|

12.	8-1/2 x 11, 25% rag content	\$21.00
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GROUP II: IMPRINTED ENVELOPES, 24 lb., white wove

Composition of envelope may include any of the following:

1. Standard lettering in black ink. Add \$25.00 for each additional PMS color other than black, and wash-up \$25.00 for each PMS color.
2. Imprinting shall not exceed five (5) lines. Agencies shall add \$2.50 for each additional line.
3. State seal.
4. Department and Division.
5. Address and/or P.O. Box number, zip code, telephone number and fax number.

ENVELOPES have regular rounded commercial flaps and are boxed 500/box. Envelope sizes are as follows:

Size 10	9-1/2" x 4-1/8"
Size 6-3/4	6-1/2" x 3-5/8"

<u>Item No.</u>	<u>Description</u>	<u>Unit Price Per Box</u>
<u>ISLAND OF OAHU</u>		
13.	Size 10	\$18.00
14.	Size 10, window	\$19.00
15.	Size 6-3/4	\$14.00
16.	Size 6-3/4, window	\$15.00
17.	Size 9, regular "BUSINESS REPLY"	\$23.00

ISLANDS OF HAWAII, MAUI, KAUAI, LANAI AND MOLOKAI: (Includes Shipping)

18.	Size 10	\$19.00
19.	Size 10, window	\$21.00
20.	Size 6-3/4	\$18.00
21.	Size 6-3/4, window	\$19.00
22.	Size 9, regular "BUSINESS REPLY"	\$25.00

GROUP III: BUSINESS CARDS (All Islands)

Standard Prices:

- | | | |
|-----|--|-------------|
| 23. | One name, one color (black) | \$40.00/box |
| 24. | One name, two colors (Black and PMS-Pantone Matching System) | \$55.00/box |
| 25. | One name, one color (other than black) | \$50.00/box |

There are 500 cards in a box. The minimum order shall be 500 cards. Standard pricing includes typesetting.

Miscellaneous Charges:

Front and back printing – add \$19.00 for each 500 cards.

Special stock other than white – add \$10.00.

Add \$10.00 for each additional 500 cards with identical printing.

Postage or shipping charges will be added to all outer island orders.

STANDARD SPECIFICATION FORMAT

From: _____ Name _____ Date _____

Dept. _____

Fax to: Hawaii Correctional Industries

Customer Service

Address: _____

99-902 Moanalua Road

Aiea, Hawaii 96701

Phone No.: 486-4883

FAX #: 486-6171

Ph# _____ Fax# _____

Attn: _____

Title or Name of Job: _____

Quantity: _____

Paper Stock: _____

Size of Paper

Or Finish Size: _____

Color Ink: _____ If color, specify PMS#: _____ Sides: 1 sided

2 sided

Head to Head or Tumble
(circle choice)

Type of binding: _____

Special Instructions: _____
